

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1890

Field Office Distribution

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Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AS-2040 3-27-02	Travel Information for Advanced Simplified Acquisition Training	State Offices
CM-428 4-1-02	Entering Estates, Limited Liability Companies (LLC's), and Trusts in SCIMS	State and County Offices
CP-539 3-29-02	Numonic Machine Inventory	State and County Offices
FI-2519 3-28-02	Transmitting Financial Data at the End of Each Quarter	State and County Offices
FI-2520 4-1-02	April 2002 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FI-2521 4-1-02	Follow Up Instructions for Reviewing Receivables	State and County Offices
FLP-246 3-29-02	Proceeding With Acceleration and Foreclosure for Claimants Notified of Final Decisions That Did Not Prevail in the <i>Pigford v. Veneman</i> Class Action	State and County Offices
PS-426 3-29-02	2 nd Session of the Automated Price Support System (APSS) User Review Group (URG)	State and County Offices

Continued on the next page

National Procedure Checklist No. 1890 (Continued)

Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
12-AO (Rev. 18) Amend. 3 4-1-02	County Office Work Measurement and Fund Allocation System for FY 2002	All Offices Except APFO, KCCO, AK, HI, and PR
7-CN (Rev. 15) Amend. 9 3-21-02	Cotton Loans and Loan Deficiency Payments	KC Offices, and Cotton State and County Offices
1-COR (Rev. 3) Amend. 18 3-27-02	County Operations Review Program	State and County Offices and COR's
2-FLP Amend. 9 3-28-02	Guaranteed Loan Making and Servicing	State and County Offices
6-FLP Amend. 4 3-28-02	Special Programs	State and County Offices
1-FSFL Amend. 14 3-29-02	Farm Storage Facility Loan Program	State and County Offices

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA PN Issue No. 139	3-28-02	State and County Offices

Continued on the next page

National Procedure Checklist No. 1890 (Continued)

**Obsolete
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
ACP-360	4-1-02	Disposal Date
BU-618	4-1-02	Disposal Date
CM-423	4-1-02	Disposal Date
DAP-119	4-1-02	Disposal Date
DAP-122	4-1-02	Disposal Date
DAP-123	4-1-02	Disposal Date
EQ-107	4-1-02	Disposal Date
FI-2480	4-1-02	Disposal Date
FI-2489	4-1-02	Disposal Date
FI-2497	4-1-02	Disposal Date
FI-2498	4-1-02	Disposal Date
FI-2509	4-1-02	Disposal Date
FI-2514	4-1-02	Disposal Date
FLP-199	4-1-02	Disposal Date
LP-1796	4-1-02	Disposal Date
LP-1804	4-1-02	Disposal Date
LP-1814	4-1-02	Disposal Date
LP-1822	4-1-02	Disposal Date
LP-1823	4-1-02	Disposal Date
NAP-44	4-1-02	Disposal Date
NAP-46	4-1-02	Disposal Date

Continued on the next page

National Procedure Checklist No. 1890 (Continued)

**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
PM-2242	4-1-02	Disposal Date
PM-2281	4-1-02	Disposal Date
PM-2288	4-1-02	Disposal Date
PS-390	4-1-02	Disposal Date
PS-393	4-1-02	Disposal Date
PS-397	4-1-02	Disposal Date
SU-70	4-1-02	Disposal Date
SU-71	4-1-02	Disposal Date
SU-72	4-1-02	Disposal Date
SU-74	4-1-02	Disposal Date
SU-75	4-1-02	Disposal Date
TB-1025	4-1-02	Disposal Date

Continued on the next page

National Procedure Checklist No. 1890 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
ACP	246	12/07/93	Payment Summary Sheet (ACP)	ACP0246.doc	Electronic Form	Sheet	County Offices	1-RCWP, 1-ACP, 3-ACP, 12-AO	ACP5-10	This form was reissued in the Microsoft Word fillable format. No changes made to the content of the form.
CCC	83	02-26-93	Office Space Inspection Checklist	CCC0083.doc	Electronic Form	MP/2 Head to Head	State and County Offices	30-AS, 31-AS		This form was reissued in Microsoft Word fillable format. No changes were made to the content of the form.
FSA	251	05-17-96	New Meeting Profile	FSA0251.doc	Electronic Form	Sheet	All offices except counties	29-AS		This form was reissued in Microsoft Word fillable format. No changes were made to the content of the form.
FSA	252	05-17-96	Audiovisual Requirements for Meetings	FSA0252.doc	Electronic Form	Sheet	All offices except counties	29-AS		This form was reissued in Microsoft Word fillable format. No changes were made to the content of the form.
KC	1027	4-2-02	Reimbursement Due FSA for Services	KC1027.doc	RPL/DOC	Sheet	B&WMS			Revised form; destroy older editions.
KC	1623	06-11-93	Warehouse Tariff	KC1623.DOC KC1623.WPD	RPL/WP/DOC	MP/2 Head to Head	BCD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1628	06-17-74	Follow-Up Control Sheet	KC1628.DOC KC1628.WPD	RPL/WP/DOC	Sheet	CRD, DMD-DCB, FAD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1629	08-12-91	Follow-Up Control for Pending Claims Actions	KC1629.DOC KC1629.WPD	RPL/WP/DOC	Sheet	CRD, DMD-DCB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1640	09-09-74	Registrations	nofile.htm		Legal size sheet	BCD			Obsolete; function transferred to FAS-WDC and is now part of an automated web application. Destroy all previous files/stocks.
KC	1649	08-30-76	Survey Payment and Collection Allowance Record	KC1649.DOC KC1649.WPD	RPL/WP/DOC	Sheet	DMD-ECCB			Now available in Microsoft Word fillable format; no changes made to content of form.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

National Procedure Checklist No. 1890 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
KC	1659	02-28-75	Shipping Order	KC1659.DOC KC1659.WPD	RPL/WP/DOC	NCR Pad/50	BCD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1661	10-11-85	Weight Sheet Covering Cotton Consigned To and Received for Account of CCC	KC1661.DOC KC1661.WPD	RPL/WP/DOC	Legal size sheet	BCD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1675	04-01-91	Machine Card Type Warehouse Receipts - Cotton	nofile.htm		MP/2 Head to Head	BCD			Obsolete; punched-card type receipts no longer used. Transitioned to electronic receipts and/or paper. Destroy all previous stocks/files.
KC	1692	06-05-95	Request for Mail Code List Establishment or Update	KC1692.DOC KC1692.WPD	RPL/WP/DOC	Sheet	BCD, D&DOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	Unnumbered 0005	03-26-02	Request for Temporary Storage of Records (Pending NARAs Approval of Schedule)	interim.doc	RPL/DOC	Sheet	KC Offices			Revised form; destroy old stocks/files.
MISC	MP-50		Risk Management Agency Blue Pocket Folder		KC	Pocket Folder	RMA			New item; order from "stocked by" location; refer to MP-50 when ordering.
MQ	77 Tobacco	03-26-02	Tobacco Excess Marketing Card	nofile.htm	KC	BKST	County Offices	12-AO, 1-TB (SCOAP), 1-COR	PA6-8	This form was revised. Serial No. (52000-54000). Destroy old stock.

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